

**Department Of Social Services
Job Opportunity
Social Services Program Manager**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF
THIS PAGE!!!!!!**

Posting Date: July 28, 2006

Closing Date: August 11, 2006

The Department of Social Services is currently recruiting for a Social Services Program Manager (PC# 84932) position for our Hartford Central Office location, within The Division of Legal Counsel, Regulations and Administrative Hearings.

Open To: The Public, State Employees

Position: Social Services Program Manager (MP - 64)

Salary: \$71,995.00 - \$92,352.00 Annually

Location: 25 Sigourney Street – Hartford, CT

PURPOSE OF CLASS:

This class is accountable for planning, organizing and directing a major program.

SUPERVISION RECEIVED:

Receives general direction from an administrative official of higher grade.

SUPERVISION EXERCISED:

Directs a social services program; supervises assigned professional and support staff; may have functional supervision of the programmatic staff in the district offices.

EXAMPLES OF DUTIES:

Directs a major program which provides social services through the supervision of district/area operations; coordinates and evaluates a program or field reporting system; participates in program development and implementation; develops policies and procedures which relate to program or field operation services; analyzes federal and state statutes, programming documents, regulations, etc. to insure appropriate policies and procedures; interacts with state, federal and community agencies on human services matters to ensure service delivery; determines priorities and develops necessary plans to meet program objectives; prepares management surveys and reports; coordinates activities of staff to meet program goals and project deadlines; provides technical assistance to field staff; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of principles and practices of social services programs; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles of public administration; knowledge of and ability to apply management principles and techniques; knowledge of community organizations and public assistance agencies; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze and recommend solutions to complex problems; ability to analyze and assess impact of legislation, regulations, etc. on programmatic goals.

EXPERIENCE AND TRAINING:

General Experience: Nine (9) years' professional employment in the social services field.

Special Experience: Two (2) years of the General Experience must have been at an administrative level responsible for the implementation and coordination of human service programs, consultative capacity with programmatic and administrative responsibilities.

***Supervisory experience in administrative hearings is strongly preferred.**

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.

A Master's Degree in human services or public administration may be substituted for one (1) additional year of the General Experience.

APPLICATION PROCEDURE: Candidates should complete an “**original**” Application for Examination or Employment (PLD-1) and mail to:

Kristina Grodzicki, Personnel Officer
The Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106

APPLICATIONS MUST BE RECEIVED IN OUR OFFICE ON OR BEFORE August 11, 2006, C.O.B.

Note: The selected candidate must have taken Examination No. 051840 and received a passing score or state employees who have attained permanent status in this classification.